

The **Parks and Recreation Board** met Monday, May 15, 2017, 4:30 pm, at the West Lafayette Parks Office. Present at said meeting were Karen Springer, Linda Eales, John MacDonald, Pat Flannelly and Park Board Attorney, Andy Gutwein. Jan Fawley, Pennie Ainsworth, Chris Foley, Jon Munn, Bess Witcosky and Cheryl Kolb represented the department. Also attending was Council representative, Gerald Thomas. Absent was staff member, Dan Dunten.

Karen convened the Board at 4:32 pm.

Consent Agenda Items

Minutes – provided online initially, then at meeting

Staff Management Report

- Park Foundation Marketing efforts are proceeding. They include table top displays, website, logos, and additional marketing materials.
- Arbor Day Tree Planting: coordinated the efforts to plant trees along Happy Hollow Road with the assistance of Pre-K youth from Covenant Church, local neighbors, government officials and the West Lafayette Tree Friends.
- Cook Wellness Fair: spoke with the interested employees at Cook Biotech about the trails and parks facilities in West Lafayette.
- Conservation Field Day: worked with various county organizations to conduct this educational event at the Celery Bog Nature Area: included students from Happy Hollow, Edgelea, and Cole Elementary Schools.
- Attended “YELP” workshop hosted by Visit Lafayette-West Lafayette. Initiated YELP site for West Lafayette Parks & Recreation.
- Participated in Greater Lafayette Chamber’s Business Expo
- 5/12: Talbot’s Shopping Day to benefit West Lafayette Parks & Recreation Foundation.

Projects

- Morris Schoolhouse:
 - Completed the foundation and steel removal with Wolfe building movers and Livengood Masonry at the Morris Schoolhouse project
 - Jon attended Community Historic Project Support (CHIPS) meeting at the library 4/21/17 to discuss future support of the Morris Schoolhouse project
 - Schoolhouse meeting held; discussions now focused on interior rehab and programming plans for the future.
 - Received \$10,000 grant from McAllister Foundation; completed Community Foundation paperwork for receipt of \$15,000.
- Rain Garden
 - Permanent signage was installed at Morton Center

- Boiler Green Initiative from Purdue came and worked on the Morton Rain Garden last month. Maintenance included weed pulling, prepping existing plants for summer, and planting new plants where needed.
- Cason Park Planning
 - Drainage and tile issues with the Natural Resources Conservation Service
 - Tree planting with Williams Creek Management
 - Wildflower and grass seed recommendations with Indiana Plant and Wildflower Society
 - Secured a drill for seed planting from the Soil and Water Conservation Service
 - Invasive plant removal with P & R co-worker
- Nature Center Visits
 - A task force was created to help provide direction on how to proceed in replacing displays at LNC. A field trip was planned to visit three other Nature Centers in Indianapolis and Westfield. Eight volunteers participated. Follow-up meetings will start the end of this month.
- PU Communication Class Posters
 - Again worked with Purdue department to have students complete 10 educational, nature-related posters that can be displayed in the Nature Center and in the kiosks in various parks. A few of the topics included River Otters, Rain Barrels, Hummingbirds, and the Importance of Pollinators.
- Master Plan:
 - Corrections made for final draft of master plan
 - Received Park Board members approvals and signatures for Master Plan to be submitted to the Indiana Department of Natural Resources
 - Ordered 12 printed copies to be distributed to officials
 - Superintendent scheduled to present Master Plan to City Council on June 1
- Kingston Trail:
 - Preconstruction meeting held; issues with road closures during summer program at pool, Playground Program, and “Wonderful Weekdays”. Information to be distributed to parents of programs.
- Swimming Pool: RenoSys, contractor for pool repairs, has proved to be challenging for getting the project going. Work on pool deck to finally begin on 5/11.
- Rotary Club of Lafayette worked at the Lommel Park Playground to spread 5 truckloads of safety surfacing.

Program

- Taking registrations for summer programs, sports camps, swimming lessons, & Morton classes. Making final preparations for all summer activities.
- Coed and Men’s Softball League started on Monday, May 8. All softball fields have been prepped and are ready for play. The Softball program continues to be a popular summer activity with 34 teams in the Coed league and 12 teams in the Men’s league. League meetings were held, with team captains to resolve any schedule conflicts. New umpires were trained and have begun working the games. New this year – We are going to check

the bats to make sure they are ASA certified. Hologram stickers have been ordered to mark the approved bats.

- Ordered two cases of tennis balls for the tennis program
- Cleaned, sanitized and filled the swimming pool. The pool is on schedule for opening day, 5/25/17.
- Recap of Mor'Danc'n Recital- The 24th Annual Mor'Danc'n Recital was a great success! We had over 500 dancers and audience members in attendance this year. Congratulations to our dancers, instructors, and our Dance Coordinator, LaVerne Mikhail.
- Spring Arts Celebration Recap- Our first ever Spring Arts Celebration was truly memorable and well received. Over 300 people attended and were able to view 90 student works of art and two theatre performances for free! Morton will definitely host this event again next year.
- Bike-Walk-Greater Lafayette meetings held; Kickoff of website and materials on May 19th, Bike to Work Day; Bike to Market Day is May 17th.
- Farmer's Market kicked off on May 3rd.

Maintenance

- Met with Roofing contractor and received quote to replace shelter 4 roof at Happy Hollow with steel roof. Don Hodges quote of \$7,506.70 is on file in maintenance office.
- Met with Jim Reihle from Dimensional Builders to discuss concrete repairs around and under the Dasher Boards at the Riverside Skating Center. No formal quote was received, but the project cost was discussed at \$12,000-\$15,000 to complete project.
- All preparations to the Margerum Fountain are complete, and the fountain is up and running
- Met with painting contractor, Color-Tek, to estimate the cost of painting the concrete walls around the fountain plaza. Estimated cost \$8,000.00
- Attended West Lafayette Public Arts team meeting to discuss future Park signage/sculpture projects coming to Cumberland and Happy Hollow Parks.
- Received 2 loads of playground surfacing material and have been installing at various playgrounds.
- Made arrangements for voting center at the parks office.
- Completed installation of roofs on 4 softball dugouts at Cumberland Park
- Made repairs to drinking fountain at Trailhead Park
- Made personnel change at the farmers market, with Nick passing the torch to Caleb on the market duties. The first market started 5/3/17 and went smoothly.
- Met with Baker Electric to assess electrical issues at the Market lot 5/8/17
- Installed shade structure at Cumberland Park
- Installed shade structures at the pool
- Installed Kiwanis plaques on 4 benches at Cumberland Park Kiwanis playground
- Made repairs to kiln & to drain at pottery studio sink at Morton Center
- Added sand to volleyball courts at Happy Hollow and Cumberland Parks

- Have been working with Tim Clark to get all facilities plumbing back flow devices inspected and certified
- Met with Pennie to visit parks and discuss location of new ADA picnic tables to be installed

Finance/Administration

- Superintendent attended Pre-Council meeting.
- Pennie attended City Council on May 1 and Board of Works on May 2 in Jan's absence.
- Assigned fuel numbers to employees that drive city vehicles as requested from the Street Department
- Attended Board of Works on May 9 and requested permission to receive estimates for five new ADA drinking fountains
- Attended Community Advocacy meeting for ADA
- Ordered memorial bench for Sam Broccolo that was paid for by his family

Personnel

- Mary Czaja-Casillas has been hired as our office Regular Part-time employee at an hourly wage \$11.50. Mary will work at the main customer service desk 10:00am-2:00pm.
- Kasey Touloukian will be working as an intern in the office and will also work at the playground program.
- Started 2 seasonal maintenance employees, Mark Ebelhar and Josh Crum. They are both fitting in really well with the crew.
- Took new office employees on tour of our facilities
- Interviewed seasonal office assistant to begin in late May.
- Beautification summer help to begin late May.

Claims – provided online initially, then at meeting

Linda motioned to approve the Consent Agenda Items as presented. John seconded the motion, and the motion carried.

Old Business

- N/A

New Business

Recreation Impact Fee Study – Open RFQ's

Jan provided background information pertaining to what a Recreation Impact Fee is, and how it can be used, noting only one quote was received. The quote received was from Lehman & Lehman, Inc. Discussion followed, with Jan requesting the Board to take the proposal under advisement. Linda motioned to approve the proposal as presented. John seconded the motion, and the motion carried.

Foundation Appointment – Martin Jischke

Jan reported Martin Jischke has agreed to serve as the Park Board appointee member for the Foundation. Linda motioned to approve the Park Board appointment of Martin Jischke for the West Lafayette Parks & Recreation Foundation. Pat seconded the motion, and the motion carried.

West Lafayette School Board

- U.S. News & World Report has again awarded WL High School a Gold Medal. There were five gold medals awarded to high schools in IN – two to public high schools and three to charter schools. Our rank was 329 in the nation out of 22,000 high schools. In addition, WL High School was ranked 36th in the nation for STEM.
- WLCSC appreciates the community's support for the operating referendum vote on May 2. The referendum passed by 94.28%. This passing percentage set the record in the state for all operating and construction referendums.
- The last day of school will be Wednesday, May 24. Graduation will take place on Friday, May 26 at 7:00 pm in the High School gym.

Wabash River

- Jan reported Wabash River Enhancement Corporation (WREC) will not meet until next week.

Public Comment

- Jan reported we received a comment regarding the new mower. The customer was very happy that it was a rear discharge mower, noting he would like for all of our mowers to be rear discharge. He requested it to be the mower used to mow University Farm addition. It was explained to him, that although we would like to be able to use the new mower at all times, for all areas, it would not always be possible.

Other

- **Request for Summer Reading Program**
Pennie presented the annual request from the West Lafayette Public Library, a request for a donation of sixty single admission pool passes for their summer reading program. Pat motioned to approve the request for single admission pool passes as presented. John seconded the motion, and the motion carried.
- Chris provided information regarding construction work scheduled in the area near Happy Hollow School and the Municipal Pool, which we have been told, will result in a two-day water shutdown that will affect our scheduled programs at those locations. Discussion followed.
- Jan noted she will be presenting our Master Plan to the City Council at their June Pre-Council meeting, June 1. All board members are welcome to attend.

Adjourn

- Linda motioned to adjourn the meeting. Pat seconded the motion, and the meeting adjourned at 4:55 pm.

Next Meeting Date

- The next Park Board meeting will be Monday, June 19, 2017, 4:30 pm, at the Parks Office Conference Room.

Presiding Officer

File: Cheryl/2017ParkBoardMinutes/Minutes#05/May2017

Secretary